

## ***Submitting Work Requests / RWAs via eRETA at Fiscal Year End***

There is just over one month left until eRETA becomes the mandatory method to create and submit Work Requests (WRs) and RWAs to GSA PBS! We hope you and your agency already made the transition from manual submission to fully electronic submission via eRETA. As the fiscal year comes to a close, PBS has established guidelines for submission of RWAs, which were communicated in May and available on [www.gsa.gov/rwa](http://www.gsa.gov/rwa). This Quick Tip helps clarify what that means in the context of electronic submission via eRETA.

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### **Deadline for submission of RWAs: Friday, August 30th**

RWAs must be submitted to PBS by Friday, August 30, 2019. PBS is only able to consider fully executable RWAs received prior to this deadline for acceptance. Fully executable RWAs must include:

- A clearly defined scope of work (must be for a current bona fide need)
- Appropriate funding based upon a PBS created or vetted cost estimate generated from the scope of work, meaning you must have been working with PBS prior to this date
- Appropriate customer signature when not utilizing the eRETA digital signature functionality

PBS is unable to accept new RWAs from customers in the month of September. The only exception is for amendments for within-scope changes or severable services (e.g. overtime utility) requests.

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#### **1) If I send a Work Request (WR) to PBS before the deadline, will it be accepted?**

A WR is different than a fully executable RWA. It initiates a project and starts the planning process to develop and refine a scope of work, schedule and estimate. Work Requests sent to PBS without a linked Summary Cost Estimate (SCE) are not fully executable and therefore cannot be considered for acceptance.

#### **2) I sent in my WR well before the deadline and have a PBS PM assigned to it. What can I do to make sure it's fully executable when I send for acceptance prior to August 30th?**

Work with the assigned PBS Project Manager (PM) to ensure all requirements can be developed prior to August 30th. Once the WR has a clearly defined scope, schedule and vetted cost estimate, PBS must create and link the Summary Cost Estimate (SCE) to the WR. Make sure you coordinate with the PBS PM so this link happens before August 30th as PBS will not consider for acceptance if no SCE is linked.

Also note that project requirements and regional resources vary. It is at the PBS Region's and PBS PM's discretion if a WR can become fully executable by August 30th. If they determine there are not enough resources or time to fully develop requirements by August 30th, you should wait to send for acceptance until the next fiscal year when requirements are fully developed (and assuming the bona fide need still exists).

#### **3) Can I send a WR now for something I will not fund until next fiscal year?**

Yes, a WR does not need to be funded and PBS encourages customers to send WRs as soon as the need for the project or service is identified, even if that work isn't needed until the following fiscal year(s). Customers can utilize the "Estimated FY Needed" dropdown on the WR to indicate when they need the work to take place. Keep in mind that regional resources may be constrained during fiscal year end so any requirements development on WRs in the months of August and September may be more limited than the rest of the year.

#### **4) I submitted my fully executable RWA in eRETA prior to August 30th and opted for the Electronic Signature option but my Fund Certifying Official hasn't received the email to digitally sign the RWA yet. If he/she doesn't sign by August 30th, will PBS reject it?**

Digital signatures are not captured until after all customer and GSA data is fully populated in eRETA. As such, digital signatures may be applied after the August 30th deadline but must be applied before September 30th.

**5) If the RWA deadline is August 30th, will eRETA prevent me from entering and sending any WR and RWA information in the month of September?**

No, eRETA will not prevent you from entering and sending WR and RWA information to PBS. However, the PBS region will not consider for acceptance in FY19 anything submitted after the August 30th deadline. If submitted for acceptance in September, PBS will request you re-submit in FY 2020 with current year funding (assuming the bona fide need still exists). The only exception is for severable service requests (e.g. overtime utilities) and amendments for within-scope changes, both of which may be considered for acceptance in September.

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**BONUS KNOWLEDGE: Training, training and more training!**

We will continue to offer two eRETA training sessions per month through the end of the calendar year: one overview session and one advanced session. Register by visiting [www.gsa.gov/ces](http://www.gsa.gov/ces) or by clicking the links below!

- **eRETA Basics - Overview Sessions**
  - [September 10: 1-3pm \(eastern\)](#)
  - [October 8: 1-3pm \(eastern\)](#)
  - [November 12: 1-3pm \(eastern\)](#)
  - [December 3: 1-3pm \(eastern\)](#)
- **eRETA Advanced - How do I...? Feature Focus Sessions** *(attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)*
  - [August 15: 1-2:30pm \(eastern\)](#)
  - [September 24: 1-2:30pm \(eastern\)](#)
  - [October 24: 1-2:30pm \(eastern\)](#)
  - [November 19: 1-2:30pm \(eastern\)](#)
  - [December 17: 1-2:30pm \(eastern\)](#)

Still thirsty for more information and training on eRETA? Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and/or email [eRETA@gsa.gov](mailto:eRETA@gsa.gov) to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!